

HOW TO OBTAIN A COPY OF CERTAIN POLICE REPORTS

1. YOU MAY MAIL IN YOUR REQUEST. (Please attempt to include following information)

- Incident/Case Number (if available)
- Full name, DOB and Soc Security number of person(s) involved
- Date of Accident or Incident
- Time of Accident or Incident
- Location of Accident or Incident
- Self-addressed stamped envelope
- Address where copy of report is to be mailed OR
- Fax number where copy of report is to be faxed
- Include payment for copy of report made out to CITY OF WICHITA

**Mail to: Wichita Police Department
Accident and Theft
455 N. Main
Wichita, KS 67202**

2. YOU MAY GO TO CITY HALL, 455 N. MAIN, 5TH FLOOR (Police Records)

Must be before 3 pm

Please bring with you the following information:

- Incident/Case number (if available)
- Date of Accident or Incident
- Time of Accident or Incident
- Location of Accident or Incident
- Address where copy of report is to be mailed OR
- Fax number where copy of report is to be faxed
- Payment for copy of report

ALL COPIES OF REPORTS WILL EITHER BE MAILED OUT OR FAXED.
COPIES OF REPORTS WILL NOT BE OBTAINED THE SAME DAY THEY ARE ORDERED. MOST REPORTS WILL BE SENT IN 2-10 WORKING DAYS.
ACCIDENT REPORTS WILL TAKE LONGER, AS THERE IS A SIGNIFIGANT BACKLOG OF REPORTS TO BE PROCESSED, DUE TO THE CONVERSION TO A NEW COMPUTER SYSTEM.

YOUR PAYMENT MAY BE IN THE FORM OF CASH, CHECK, MONEY ORDER, VISA OR MASTERCARD.

THE COST FOR REPORTS ARE AS FOLLOWS:

| Type of Report: | Payment Amount: |
|---|-----------------|
| Accident Reports | \$16.00 |
| Theft/Vandalism/Burglary Reports | \$10.00 |
| Clearance Letters (<u>you must also include a copy of photo ID</u>) | \$15.00 |
| Criminal History Background Checks | \$15.00 |
| Crime Scene Photos | \$4.00 each |
| Motion for Production of Records | \$15.00 |

(If report was made over phone with Case Desk and an officer was not on the scene, there is no charge for copies of theft/vandalism/burglary reports)